



DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
914 CHARLES MORRIS CT SE
WASHINGTON NAVY YARD DC 20398-5540

Canc frp: OCT 01

REFER TO:

COMSCNOTE 12410
N7
19 December 2000

COMSC NOTICE 12410

Subj: SHORESIDE TRAINING PROGRAM

Ref: (a) Title 5 U.S. Code, §4103
(b) Executive Order No. 11348
(c) 30 Nov – 02 Dec 1999 Executive Onsite Decision Paper “Ship-Shore”
(d) Title 5 U.S. Code, §6305(c)
(e) 5 CFR 410.302

1. Purpose. To implement a shoreside training program for Military Sealift Command (MSC) civilian mariner (CIVMAR) personnel and provide guidance for program administration. This program will neither displace any existing or future shoreside GS billets nor change the manpower levels of any MSC command or office.

2. Benefits. This program will temporarily place MSC CIVMARs ashore in MSC offices in order to gain a better understanding of the shoreside activities necessary to support MSC ships. In an effort to build deeper corporate knowledge and comprehension, rotational training provides the individual with work experiences and environments which are separate but related to their assigned positions. Rotational training fosters a more complete understanding of the roles that each part of an organization plays which allows the individual to make better informed decisions on issues that affect the organization.

3. Authority. This program is authorized by and within the guidelines of references (a) through (d).

4. Applicability. This program applies to MSC CIVMARs currently serving in the capacity of permanent Master, First Officer, Second Officer, Chief Engineer, First Assistant Engineer, Second Assistant Engineer or Supply Officers.

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5. Objectives. The objective of this program is to afford a means to expose MSC CIVMARs to the daily activities and responsibilities of the various programs and directorates which directly affect their positions and duties afloat. It is also an objective to utilize CIVMAR input and experience to improve shoreside processes and projects.

a. Program objectives are intended to be satisfied by:

(1) Providing exposure to the daily and annual budgeting, scheduling, logistics, engineering and operational activities and support accomplished ashore.

(2) Providing exposure to the scheduling, contracting, source selection, specification development, engineering, logistics and finances associated with ship repair availabilities.

(3) Facilitating an interchange of ideas, experiences and solutions to operational, personnel, logistical and engineering issues and policies.

(4) Exposing CIVMARs to the various stages of new ship procurement and existing ship transfer projects.

b. Some specific examples of training assignments satisfying the program objectives are:

(1) Assistant Port Engineer in preparation of repair packages for Chief Engineers/Masters, First and Second A/E and Officers.

(2) MRE/SMART participants and reviewers for First and Second A/E and Officers.

(3) N7 Engineering Technical Division member assisting in the preparation of transalts and work items and specifications for First and Second A/E engineers.

(4) NFAF/Special Mission Engineering Director Assistant for Chief Engineers and Operations Assistant for Masters.

(5) Special Assistant to N7 for Chief Engineers and Operations (N3) for Masters.

6. Eligibility. Personnel desiring to participate in this program must:

a. Be a permanent Master, First Officer, Second Officer, Chief Engineer, First Assistant Engineer, Second Assistant Engineer or Supply Officer.

b. Have experience on at least two classes of MSC ships.

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c. Have at least 2 years of continuous service with MSC to ensure familiarity with MSC operations, regulations and requirements.

d. Have no documented performance below "satisfactory" within the previous 2 years.

e. Have no outstanding or prior disciplinary actions within the previous 2 years.

7. Application. Applications to this training program should be made via the following chain-of-command; current (or most recent) Department Head, Master, Afloat Personnel Management Center (APMC), Port Captain or Chief Engineer and finally the Program Administrator. Applications should include, but not be limited to, the following information:

a. Work experience with MSC and previous employers. MSC experience should detail individual ship experience and billets held.

b. Current USCG license level and copy of same. (Not applicable for Supply Officers.)

c. Current permanent rating.

d. Education.

e. Awards.

f. Previous shoreside marine related employment and any MSC assignments.

g. Recommendation for training from their immediate shipboard supervisor, endorsed by Department Head and Master. Personnel not assigned onboard ship at time of application must follow the procedures as outlined in paragraph h below.

h. Endorsement from the APMC and respective Port Captain or Chief Engineer.

i. Preferred shoreside functional training detail with justification.

8. Selection. Port Captains and Chief Engineers will work in tandem to screen, rank and select qualified applicants. For example, the West Coast Port Captain and Port Chief Engineer will work to choose West Coast candidates only. Eligible candidates will be forwarded to the COMSC Engineering Director (N7) who, in conjunction with the Area Commanders, will make the final selections for Area Command training details. Final selections for COMSC training details will be made in association with the potential

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Program Manager or Functional Director to receive the participant. Final selections will be based on participation availability with preference given to applicants possessing superior qualifications and shall be in compliance with reference (e). Participation will be limited to a maximum of two (2) CIVMARs at any one time.

9. Placement. Placement recommendations for selected individuals will be made by the COMSC Engineering Director (N7) based on previous MSC experience (i.e., NFAF/ Special Missions), shoreside availability and individual preference.

10. Documentation. For documentation purposes and training credit, the selected individual will be issued a DD Form 1556 (Request, Authorization, Agreement, Certification of Training and Reimbursement) which officially places him/her in this training program.

11. Training Agreement. Participation in this training program is voluntary and requires an agreement to further service with MSC following the training period as detailed in Section E of DD Form 1556, Request, Authorization, Agreement, Certification of Training and Reimbursement.

12. Pay and Leave. Individuals participating in this training program will be paid at their permanent rate while in training status. If the training assignment is outside the area of the individuals permanent residence, subsistence and quarters will be paid in accordance with all applicable Joint Travel Regulations. Annual and Sick Leave will continue to accrue at the rate commensurate with the individual's time in Government Service.

13. Length of Training Detail. The length of training detail ashore shall be approximately 120 days, unless dire mission need requires assignment of the CIVMAR to a ship. The training details may vary due to extensive involvement in shoreside projects which pose the potential to extend the training detail past the 120-day timeframe. Extensions of the training may be granted by the Program Administrator with APMC concurrence.

14. General Responsibilities. The responsible parties to this COMSC notice will vary depending on the participants in the program but are generally to be limited to:

a. Port Captains and Chief Engineers will be responsible for supporting this program within their respective locations and counseling prospective participants on the objectives and requirements of the program. Port Captains and Chief Engineers will also be responsible for screening applicants and providing recommendations to the COMSC Engineering Director (N7) as detailed in paragraph 8.

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b. COMSC Engineering Director (N7), in conjunction with the APMC, will be responsible for selecting qualified applicants for participation in the program. COMSC Engineering Director (N7) will work with the Program Managers and Functional Directorates in the placement of the trainee.

c. Afloat Personnel Management Center. In conjunction with the COMSC Engineering Director (N7), the APMC will assist in the selection of the qualified individual(s) for participation in this training program. APMC will also be responsible for issuing the necessary paperwork to place the participants in training status. Funding for the CIVMAR will be provided by APMC.

d. Program Managers and Functional Directors. Program Managers and Functional Directors will assist the COMSC Engineering Director (N7) in the final placement of program participants within their respective offices. Program Managers and Functional Directors will be responsible for detailing CIVMARs to assist in various office codes or major projects commensurate with their experience and rating. Program Managers and Functional Directors will also be responsible for providing input to the COMSC Engineering Director (N7) on the performance of the trainee.

15. Completion of Training Detail. Upon completion of their training detail, the individuals shall return to the responsibility of the APMC. The individuals shall submit a report to the COMSC Engineering Director (N7) detailing their experience including any positive or negative experiences and any recommendations for improvement to this training program.

16. Cancellation Contingency. This notice will remain in effect until incorporation into a COMSC instruction on the same subject.

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G. S. HOLDER

Distribution:

COMSCINST 5215.5

List I (Case A, B, C)

SNDL 41B (MSC Area Commanders)

41C (NFAF East/West)

41E (APMC)

T-100 (Masters, civil service manned ships)